



Mechanical Services

Service Agreement

WHAT A SERVICE AGREEMENT USED FOR

A service agreement outlines responsibilities between the client and your business. The document should also outline payment arrangements.

WHAT IT LOOKS LIKE

A service agreement will include:



RESPONSIBILITIES

Detailed description of the contractor's exact responsibilities for the term of the agreement and the location of work.



TIME

Time length of the agreement with provisions written on how the agreement can be terminated early.



PAYMENT

Payment arrangements, including payment terms and amounts.

BENEFITS

- **Annual Inspection** - Included during regular business hours.
- **Increased Equipment Life** - Proper maintenance will increase equipment life.
- **Lower Utilities** - Don't pay more on your utility bill than you need to!
- **Emergency Service** - 24/7 service at no additional charge and more...
- **Priority Service** - You'll be at the front of the line for repairs.
- **20% Off All Repairs** - Just for being a savings agreement member.
- **Peace of Mind** - With regular inspections, you can rest easy.



SERVICE AGREEMENT

Company Name: _____
Address: _____
Phone Number: _____
Email: _____
Customer Name: _____
Address: _____
Phone Number: _____
Email: _____
Service Agreement Details: _____
Location of Equipment: _____
Payment Terms: _____

EQUIPMENT

MAKE	MAKE	MAKE
Model	Model	Model
Serial #	Serial #	Serial #

PAYMENT INFORMATION

Name: _____ Email: _____
Address: _____ Home Phone: _____
City: _____ State: _____ Zip: _____ Cell Phone: _____
Credit Card Type: ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover
Credit Card #: _____ Expiration Date: (mm/yyyy) _____
Name as Appears on Credit Card: _____
Full Paymernt: \$ _____ Monthly Paymernt: \$ _____ Start Billing on: _____
Cardholder Signature: _____ Date:(mm/yyyy) _____